



## *Career Opportunity*

Mount Michael Benedictine Abbey and School has an opening for an Events Coordinator in the development office.

The school is seeking a highly motivated, organized, energetic and experienced person to further distinguish its special events. This team member will work with the Development Director and the school's leadership to implement the following steps to enhance fund-raising through special events:

- 1] Coordinate all functions relating to Night of Knights, the major fundraising event for the school;
- 2] Coordinate all functions relating to Fall Festival, the major fundraising event for the Abbey;
- 3] Coordinate all alumni functions such as the annual alumni golf tournament and reunions;
- 4] Develop a comprehensive timeline and calendar;
- 5] Cultivate experienced volunteers for leadership roles;
- 6] Establish clear timelines and milestones;
- 7] Seek support from acknowledgeable third parties when appropriate.

A cover letter and credentials or requests for further information should be forwarded to:

Mrs. Kimberly A. Volpone, Director of Development  
Mount Michael Benedictine School  
22520 Mount Michael Road  
Elkhorn, NE 68022  
**(402) 289-2541**